



**MISSOURI DEPARTMENT OF ELEMENTARY AND SECONDARY EDUCATION**  
INSTRUCTIONAL TECHNOLOGY  
P.O. BOX 480, 205 JEFFERSON STREET  
JEFFERSON CITY, MISSOURI 65102-0480

## **District Technology Plan Review – 2009 Approval Cover Sheet**

*Process for requesting state approval of district long-range education technology plans:*

*Complete the information below and attach it as a cover sheet to the district technology plan. One printed copy of the ePeGs-submitted plan (with attached cover sheet) is due to the Department of Elementary and Secondary Education by April 15, 2009. Submitted plans should be addressed to the Instructional Technology Section. Plans must be postmarked by April 15 or delivered to Instructional Technology by 4:00 p.m. (CT), April 15. Delivery note: Instructional Technology is located on 8<sup>th</sup> floor of the Jefferson State Office Building, 205 Jefferson Street, Jefferson City.*

*Bind plans with staples or binder clips (no plastic covers or bindings). Do not attach appendices (e.g., inventory, survey findings, etc.) or other enclosures that add unnecessary volume to the document.*

*For additional information and assistance, contact Instructional Technology staff at 573-751-8247, [instrtech@dese.mo.gov](mailto:instrtech@dese.mo.gov), or visit Instructional Technology's Technology Planning website at <http://dese.mo.gov/divimprove/instrtech/techplan/index.htm>.*

### **REQUEST FOR TECHNOLOGY PLAN REVIEW – to be completed by district**

District Name: \_\_\_\_\_ County-District Code: \_\_\_\_\_ - \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_  
Telephone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Contact telephone May 1 – June 30: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_  
Local board approval date: \_\_\_\_/\_\_\_\_/ 2009

### **APPROVAL INFORMATION – to be completed by Department**

Reader number: \_\_\_\_\_ Date reviewed: \_\_\_\_/\_\_\_\_/ 2009  
Date approved: \_\_\_\_/\_\_\_\_/ 2009 Date letter mailed to district: \_\_\_\_/\_\_\_\_/ 2009

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